

(Draft) Minutes / Action Items – Student Assessment Committee Meeting

MEETING	STUDENT ASSESSMENT COMMITTEE MEETING MINUTES			(Meeting Taped)
CHAIR	DR. VERNON CURRAN			
DATE	June 27, 2012, Wednesday, Room 2862, 4:00pm -5:30pm			
MEMBERS AS OF February 2012	Attendees: Dr. Vernon Curran, Dr. Donald McKay, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Jason McCarthy, Dr. Tanis Adey, Dr. Sean Murphy, Ms. Diana Deacon Students: Ms. Alison Pittman, Ms. Amanda Marsh UGME Rep: Ms. Elas Winter, Ms. Bernadette Furey (Secretary – Minutes)			14
PARTICIPANTS	Attendees: Dr. Curran (Chair), Dr. McKay, Dr. Valcour, Dr. Thiessen, Dr. Bonnell, Ms. Diana Deacon Students: Ms. A. Pittman, Ms. A. Marsh UGME Office: Ms. Elas Winter			9/14
REGRETS	Dr. Adey, Dr. McCarthy, Dr. Murphy (Ex-Officio), Ms. B. Furey			5/14
AGENDA	ITEM	DISCUSSION	ACTION	
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> V. Curran opened meeting 4:00 pm 	<ul style="list-style-type: none"> Call to Order Quorum was in Attendance 		
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> Agenda was approved as is. 		
REVIEW / APPROVAL OF MINUTES #1 a.	<ul style="list-style-type: none"> Item #1.a Review / Approval of Minutes 	<ul style="list-style-type: none"> Minutes from March 28, April 25 were approved by email. May 23, 2012 were approved with no changes. 	ACTION: Minutes from all three meetings were approved. Moved: Dr. J. Valcour Seconded: Ms. Amanda Marsh Carried: Dr. V. Curran	
#1 b.	<ul style="list-style-type: none"> Item #1.b Follow-up on ACTION Items 	<ul style="list-style-type: none"> ACTION Items from May 23, 2012 Meeting: Reviewed Action Items: <ul style="list-style-type: none"> Item #3 – Formative / Summative policy Revision (Include ED-32) ... Action was Dr. Curran requested vote on document (LMCC). It was moved and seconded at May’s meeting. 	Reviewed last meetings’ Action Items. <ul style="list-style-type: none"> Dr. Curran, Dr. M. Goodridge and Dr. McKay met and worked on changing the grading criteria for Clinical Skills I and II courses for the 	

		<ul style="list-style-type: none"> ○ Item #4 – Summative Review – Grades historical Review (Pre-Clerkship/Clerkship) Action was Ms. Deacon to continue data collection and reporting and to give update at next scheduled meeting. 	<p>Pre-Clerkship curriculum.</p> <ul style="list-style-type: none"> ○ The revised Summative Assessment policy was sent out by email requesting voting. ○ The revisions were approved and the changes moved. The revised Formative / Summative Assessment Policy was sent to the Chair of UGMS Committee, Dr. Sean Murphy, for their June meeting. ○ ED-32 will be included in the policy as a statement. <p>Item #4 – Ms. Deacon will share the update in this meeting around data collection and reporting.</p>
<p>#2 Formative Assessment</p>	<ul style="list-style-type: none"> ● Item #2 Revised Formative Assessment Policy 	<p>#2</p> <ul style="list-style-type: none"> ● Dr. Curran explained topic of Revised Formative Assessment Policy and that a request came from Dr. Sharon Peters to Ms. Deacon in terms of making changes to follow MUN’s template for policies. ● Ms. Deacon read the new policy in entirety and explained changes needed while Dr. Curran cross-checked this with the old policy. ● Committee invited to suggest changes. ● Document was divided into policy and procedures with greater description of feedback and formative assessment. ● Ms. Deacon will include reports of student feedback from course evaluation forms. ● Dr. Curran asked if we collect data on the formative assessment and answer is currently no not by UGMS now. Ms. Deacon could talk to Mr. Pennell about ways to collect that information. ● Dr. Curran suggested adding from the old policy... 	<p>ACTION:</p> <ul style="list-style-type: none"> ● Ms. Deacon to make changes and then send on to UGMS Committee for review/approval. ● Document approved in principal at this Meeting so it could be implemented for August 27, 2012 Fall Semester. <p>Moved: Dr. Weldon Bonnell Seconded: Ms. Amanda Marsh</p> <p>ACTION:</p>

		<ul style="list-style-type: none"> ○ “Formative Feedback being required in all small group or one to one learning for which there is a summative performance assessment by the tutor or preceptor”. This is in the Accreditation Standards and asked if it needs to be singled out and stated. <ul style="list-style-type: none"> - Ms. Deacon will review the need to place it as a separate item. ○ “Student participation in formative assessments is mandatory and will account for a maximum of 5% of the summative evaluation in the subject course and rotation.” <ul style="list-style-type: none"> - Ms. Deacon explained that Dr. Peters suggested removal of this line. - Discussion surrounded that an assessment won't be completed unless marks are assigned to be an incentive and need class-based incentives and Faculty needs direction. Also students need to participate and therefore they need to attend class. - Dr. McKay explained that under ED 30 it states assessment is needed in each course and ED 30 comes under Accreditation. - All agreed to place this statement back in the new policy as a procedure under 1.1a and 2.1a and use “can account for up to 5% ...” ○ Dr. Curran asked if topic on second page “each subject course chair develops an assessment plan” is the same as a blueprint. <ul style="list-style-type: none"> - Discussion surrounded assessment, single exams, three formative exams, etc. ○ Discussion took place on the following: <ul style="list-style-type: none"> - SAS will monitor / assign accountability to Pre-Clerkship Chairs for following the procedures - need to include that SAS forwarded policy ideas to UGMS and that SAS has the authority to delegate to UGMS - make mention of narrative feedback with formative feedback - typo in box of what Clerkship is - new calendar doesn't use words Year 3 and Year 4 so we have to change wording here 	<ul style="list-style-type: none"> ● Dr. McKay to bring to UGMS at June 28, 2012 meeting.
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		<ul style="list-style-type: none"> - in 1.2 need the point that formative assessment must occur and say in courses less than 4 weeks formative assessment still must occur but could be in an alternate form - in 1.3 need wording change of “each” - this Committee needs to monitor that each course gets formative assessment - match assessment tools to objectives - assessment tools needs to be reviewed before the students are informed - under 1.1 change wording to say, “each subject chair develops a formative assessment plan” and leave out word “appropriateness” - Committee members agreed to change wording - ED 32 states importance of narrative and the need to be added to policy - Committee members agreed the need to add “narrative assessment” - There are separate places for formative and for summative assessment reports. - If a student does not participate in the summative then they don’t pass. They must pass the summative assessment to move forward. - Need wording to put onus on the student - Suggested changing 1.3 by saying students are encouraged to participate... - Under 1.5 Procedures Ms. Deacon to include assessment data - Dr. McKay to meet with Ms. Deacon to finalize this document for Fall Semester 2012. - Dr. Curran asked for approval of document in principal with suggested changes as above. - Include wording from Terms of Reference - Include monitoring will be completed by SAS Committee. 	
<p>#3 Formative /</p>	<ul style="list-style-type: none"> • Item 3.a. 		<p>ACTION:</p>

<p>Summative Assessment Monitoring / Evaluation</p>	<p>Reports from Education Specialist</p>	<p>#3.a. i.</p> <ul style="list-style-type: none"> • Ms. Deacon gave report on grades and responses from course reports. • Responses received re: assessment reports from Dr. Hearn (ISD II Psychiatry), Dr. Buckley (ISDII Pediatrics) and Dr. Schlater (ISD II Geriatrics). <ul style="list-style-type: none"> - Above have reported back with signed copy. - Dr. Buckley thanked us for report and they are following standards. Nothing significant out of order. - Dr. Hearn provided her report and attached a summary of assessments and needs. They address topics that are not in the lectures. The students felt overall that the exam was fair but need to include course objectives. Objective type questions were covered, etc. Dr. Hearn asked to meet with Ms. Deacon. - Dr. Sclater reported back. The formative assessment scores were above. No response/feedback to students' comments. Ms. Marsh and Ms. Pittman explained about students' concerns with number of exams needing to be increased and the turn-around time with grades being much too long. - Dr. McKay will follow up to return Physiology report. • Dr. Curran stated that any concerns could be forwarded to PESC. 	<ul style="list-style-type: none"> • Ms. Deacon to continue data collection and reporting. • Ms. Deacon will give update at next meeting.
	<ul style="list-style-type: none"> • Item #3.a.ii Assessment Reports 	<p>#3.a. ii</p> <ul style="list-style-type: none"> • Ms. Deacon gave update on assessment reports completed to date. • Comments were made that the ISD 1 Exam had typos and one question was repeated <ul style="list-style-type: none"> ○ Dr. McKay explained that the exam questions are arriving to 	

		<p>UGME three-four hours prior to the exam. Dr. McKay did have to get involved and email the instructors looking for questions. UGME staff had to work on a holiday and Dr. Sussex was involved in obtaining questions from instructors and proofing the exam as well</p> <ul style="list-style-type: none"> ○ Ms. Deacon said the comments did not reflect the work from UGME and it seemed that students were speaking of instructors ○ UGME needs to provide to each course director needs to receive a template of their responsibility as to what is due to the office and the dates. <ul style="list-style-type: none"> ● Ms. Deacon gave update from Community Health. ● Ms. Deacon gave update from Ms. Moss in Clinical Skills. Ms. Deacon requested data so a snapshot can be provided. ● Assessment reports: Year 1 and Year 2 courses data provided for this year. This will go into the multi-year report. ● Ms. Deacon working on more data for statistical reporting. ● Dr. Curran requested a report for the September meeting and then we will look at cycle such as courses finishing and after grades. 	
<p>ADJOURNMENT #</p>	<ul style="list-style-type: none"> ● Item 	<ul style="list-style-type: none"> ● Meeting adjourned at 5:30pm ● Next Meeting date is Wednesday, September 26, 2012 (fourth Wednesday). 	